

Chief Operator/Wastewater Treatment Plant Superintendent Job Description and Qualifications

The Chief Operator/Wastewater Treatment Plant Superintendent shall be responsible for all aspects of administration, personnel management, and the supervision of the operation and maintenance of the entire Town of Warren sewer system, including interceptor and lateral sewers, force mains, sewage pump stations, and the 1.5 MGD rotating biological contactor (RBC) secondary wastewater treatment plant.

He/she shall work under the direct supervision of the Warren Board of Sewer Commissioners.

The Chief Operator/Superintendent shall prepare operating budgets and approve operating reports. He/she shall control expenditures of budgeted funds and request approval for major expenditures. He/she shall recommend specifications for major equipment and material purchases. If required, he/she shall prepare requisitions for new equipment, tools, chemicals, lubricants, etc.

He/she shall assign and supervise the work of subordinates or contractors that shall include, but not be limited to, extracting samples and performing routine laboratory tests and analyses, maintenance and operation of comminutors, grit removal equipment, clarifier equipment, pumps, thickeners, belt filter press, sludge disposal equipment, standby generators, valves and grates, plant heating and ventilating, snow plowing, lawn maintenance, and other custodial duties.

He/she shall monitor or oversee the monitoring of gauges, meters, and motor control centers, and shall operate and maintain various pieces of plant equipment in the absence of regular personnel.

He/she shall be responsible for all aspects of operational control at the plant. He/she shall observe variations in operating conditions and interpret meter and gauge readings and test results to determine processing requirements. He/she shall adjust various plant processes, mathematically determine process efficiency and determine remedial action during emergencies.

He/she shall oversee or perform all the laboratory analysis required by regulatory agencies as well as that needed for operational control of the facility. This would include setting up automatic samplers, checking samplers, collecting samples of sewage and industrial waste streams, performing B.O.D., C.O.D., pH alkalinity, suspended solids, chlorine residuals, total solids, volatile solids, total phosphorus, total nitrogen, grease, microscopic examinations, dissolved oxygen, and other similar procedures as found in Standard Methods for the Examination of Water and Wastewater. This person should have a high degree of skill and knowledge in the laboratory. Solid skills in wet chemistry techniques and a thorough understanding of wastewater laboratory instrumentation are necessary. He/she must be able to use and maintain a pH meter, spectrophotometer, dissolved oxygen meter, explosion meter, analytical balance, muffle furnace, drying oven, solids determining balance, incubator, microscope, centrifuge, water bath, still, and any other equipment typically found in a wastewater laboratory.

He/she shall ensure that all personnel are well versed in the proper operation of all plant safety equipment, develop and implement health and safety programs, and institute prescheduled practice sessions. He/she shall set up a reporting system for all accidents.

He/she shall conduct a preventive maintenance program and maintain records of this for inspection by State and Federal inspectors, representatives of manufacturers of installed equipment, or the Town's consultants.

He/she shall oversee and enforce sewer use regulations in those areas which affect plant operations, such as the addition of industrial waste and septage. He/she shall carry out the duties of the Town's Industrial Pretreatment Coordinator.

He/she shall regularly inspect the total sewer system, analyze and evaluate operation and maintenance functions, and develop plans and procedures to ensure efficient, clean, and hazard-free operation of the facilities and provide for projected functions.

He/she shall oversee the keeping of plant records, prepare and submit reports required by Mass DEP and EPA, and meet periodically with the Board of Sewer Commissioners to report on plant operations, the need for improvements, etc.

He/she shall organize and direct activities of all subordinate plant personnel and maintain effective communications and working relationships with all plant personnel, Town and government officials, and the general public.

He/she shall attend training courses to obtain at least ten hours of Training Contact hours per year.

Qualifications:

- Must be a Massachusetts certified Wastewater Treatment Plant operator with a minimum of a Grade 5c -Full license.
- Must possess at least 6 years of satisfactory experience at a level of responsibility comparable to that of a Grade 5 plant or better
- Must have completed an Associate of Science degree in Sanitary, Civil, Chemical Engineering or Environmental Technology from an approved college or university
- A Bachelor of Science degree in Sanitary, Civil, Chemical, Environmental or Public Health engineering from an approved college or university will be considered a substitute for four years' experience, provided that two years of responsible professional and administrative experience has been a Class 5c or better.
- A Bachelor of Science in Chemistry of Bacteriology from an approved college or university will be considered a substitute for three years' experience, provided that three years of responsible professional and administrative experience has been at Grade 4 or better.
- Must have a thorough knowledge of advanced wastewater treatment principles, design, operation and maintenance, and process control

- Must have considerable ability to perform all aspects of administration at a small wastewater treatment facility
- Must have considerable ability in organizing and directing plant personnel and establishing and maintaining effective working relationships with associates and the public
- Chief Operator must possess computer and word processing skills, a working knowledge of Microsoft Office, and the ability to work online
- Must be able to work 40 hours a week with some overtime as needed
- Must have an ability to communicate with others both orally and in writing